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DPD-3773-61

16 June 1961

MEMORANDUM FOR THE RECORD

25X1A

SUBJECT : Trip to

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1. Discussions were held with members of the Air Training Branch at [redacted] on 14 and 15 June. Topics discussed were:

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- a. Air Operation Planning Manual Revisions:
[redacted] will be introduced as part of annexes.

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- c. A sample of the [] programming board will be sent to them for course purposes.

d. In the future all students will take four week course, will have basic orientation before the operations course.

- e. Projected assignment with a complete job description will be indicated on the green sheet application form going to OTR.

f. In the future all students will be graded daily. A weekly conference between the Chief, Air Training and his instructors will be held and each student will be discussed, recommendations for improvement (as required) will be advanced and then each student will meet with the Chief who will present the instructors' evaluations through that phase. A final overall evaluation will be made at the end of the course and sent to Headquarters. [] will meet with responsible DPD personnel to discuss each student. Evaluations will be made on the students' ability or potential ability to operate as a clandestine air operator. [] Chief, Training, [] feels that this approach is quite logical and parallels a similar approach now being taken with JOTS.

g. The following will be forwarded for their use in future courses:

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- (3) Briefing/Debriefing forms used in [redacted] (sterilized)
- (4) Sample of weather [redacted] for ops orders
- (5) Section of conveyor rails, turn and ground unit.
- (6) Films

2. Follow up discussions will be held with ATB personnel after course is finalized and before 5 July.

3. Actions necessary:

a. Personnel - Program bodies with a six to eight week leeway so as to be able to attend two courses. Program bodies in such a way that if he is a complete misfit he can be returned to [redacted]

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b. Air Branch - Provide OTR with copies of contingency plans to be sterilized by OTR. Provide films, photos, conveyors and guest lecturers.

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[redacted]
Special Assistant to the
Division Chief for Planning

Distribution:

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1 - DPD/Pers
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1 - JMG/MRs
1 - DPD/RI

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